



USER MANUAL

User Manual for Temporary Users of the Student and Exchange Visitor Information System (How to Complete and Submit the Form DS-3036, Exchange Visitor Program Application)

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November 27, 2002

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1. INTRODUCTION

This manual was written as a resource for temporary users of the Student and Exchange Visitor Information System (SEVIS). It provides instructions for users who wish to complete the Department of State (DOS) Form DS-3036, Exchange Visitor Program Application.

1.1 Purpose of SEVIS

SEVIS facilitates timely reporting and monitoring of international students and exchange visitors (EVs) in the United States (U.S.). SEVIS is an Internet-based application for electronically tracking and reporting on these students and EVs in the U.S. SEVIS enables schools and program sponsors to transmit electronic information to the Immigration and Naturalization Service (INS) and the DOS throughout a student's or EV's program in the U.S.

SEVIS will enable program sponsors to submit exchange visitor program applications; update sponsor information; submit updates to the DOS that require approval; and create and update exchange visitors and dependent records. The DOS Office of Exchange Coordination and Designation will have the capability to review and determine updates made to entities and exchange visitor records using SEVIS, and Responsible Officers (ROs) and Alternate Responsible Officers (AROs) will be notified through SEVIS if the application has been approved or not.

This manual contains instructions for accessing SEVIS to obtain a temporary user ID and password. A temporary user ID and password will enable a user to complete and submit an electronic Form DS-3036 in SEVIS. Form DS-3036 is used by entities when applying to the DOS for approval to admit J visa applicants or EVs. The instructions in this manual apply to both program sponsors that have current DOS approval and wish to begin using SEVIS, and entities that are seeking initial approval by the Department to admit exchange visitors.

Once a currently designated program sponsor has been enrolled in SEVIS, even if enrollment is prior to the mandatory SEVIS compliance date, all Forms DS-2019, Certificate of Eligibility for Exchange Visitor (J-1) Status, must be created in and issued from SEVIS. Program sponsors that begin using SEVIS prior to the mandatory compliance date are not required to enter their current EVs into SEVIS at that time. However, the program sponsor is required to use SEVIS for issuance of any new Form DS-2019. See subpart F of the Exchange Visitor Program Regulations for a detailed explanation.

Finally, once an exchange visitor is registered in SEVIS, the program sponsor must update the exchange visitor's record and report on the events required by SEVIS.

1.2 Privacy Act Considerations

Access to SEVIS is restricted to authorized users. SEVIS contains confidential information concerning foreign students, EVs, and their dependents. Unauthorized access to and disclosure of this information could affect the privacy to which individuals are entitled under Section 552a of Title 5, U.S. Code. This information is protected by the Privacy Act, as well as by Federal and agency regulations. Exhibit 1, Criminal Penalties, provides information on the penalties for unauthorized access and/disclosure of this information.

Exhibit 1: Criminal Penalties

Criminal Penalties

- (1) Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.
- (3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

1.3 Glossary

Appendix A, Acronyms and Abbreviations, includes a list of terms, abbreviations, and acronyms used in this document.

2. DESCRIPTION OF SYSTEM FUNCTIONS

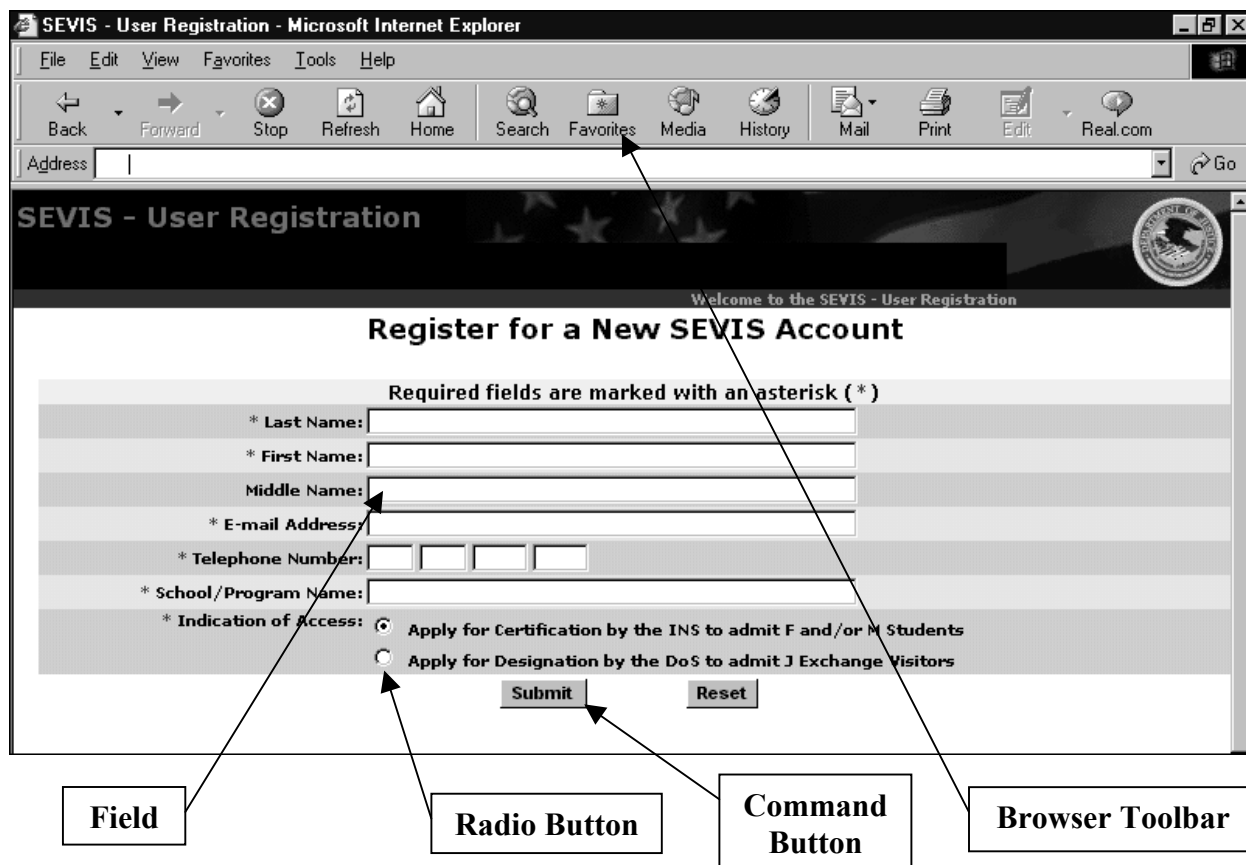
The following sections provide step-by-step instructions for using SEVIS. Included are directions for obtaining a temporary user ID and password. Directions for completing the designation application (Form DS-3036) are also provided.

2.1 Overview of Screen Components

This section explains SEVIS screens and their components and how to navigate through the application.

Exhibit 2, SEVIS User Registration Screen, is an example of the screen that displays when registering for a temporary user ID. It includes fields that must be completed and two radio buttons and two command buttons. The screen components are labeled with the terms used in this manual.

Exhibit 2: SEVIS User Registration Screen







2.1.1 SEVIS Screen Components

The following is a list of components that may be available on SEVIS screens.

- **Browser Toolbar:** This is the toolbar displayed by the browser used to access SEVIS.
Note: Please use the navigation bar and the buttons in the SEVIS application rather than the toolbar on the Internet Explorer or Netscape Navigator browser. Errors may occur and information can be lost if the SEVIS navigation bar and buttons are not used.
- **SEVIS Navigation Bar:** The navigation bar on the Temporary User screens lists the following main functions:
 - **Help**—used to access online help for SEVIS
 - **Tutorial**—used to view a brief demonstration of how to use SEVIS
 - **Logout**—used to exit the system
- **Links:** Click on underlined text to advance to a different screen within SEVIS.

2.1.2 Additional SEVIS Screen Components

Additional screen components that appear on some SEVIS screens include the following:

- **Scroll Bar:** This is the part of a window that enables you to see additional information. SEVIS uses scrollbars on the bottom or the right side of some windows.
- **Fields:** These are areas on the windows where data may be typed or selected or in which system-generated data are displayed.
- **Buttons:** These buttons allow you to process data and move between screens. SEVIS uses the following types of buttons:
 - **Command Buttons**—Click to execute a command. For example, clicking this button  enables you to print a draft copy of the Form DS-3036.
 - **Radio Buttons** —Click to make one selection. Only one radio button can be selected at a time.
- **Other Input methods:**
 - **Check Boxes** —Click to make one or more selections.
 - **Drop-down lists** —Click the down arrow to display a list and then make a selection.

2.1.3 Online Help Functions

Help is always available by clicking **Help** on the navigation bar at the top of SEVIS screens. Doing so opens a new browser window containing SEVIS Help. The left panel (part of the window) contains a list of help topics and the right panel contains the text associated with the help topic selected. To use the online help, perform the following:

1. In the left panel, click a book to display a list of topics.
2. Click a topic name to view the help text for that topic in the right panel.

To search on a word or phrase, perform the following:

1. Click the Search tab.
2. Type search criteria in the field provided and press the Enter key. The results of the search will be displayed as a list of topics containing the word or phrase that you entered.
3. Click a topic name to view the help text for that topic in the right panel.

To hide the left panel, click the **Hide** button in the top right-hand corner of the right panel. Click **Show** to restore the left panel. To display the preceding or succeeding topic in the current book, click the left-arrow or right-arrow buttons respectively.

Click an underlined word or phrase to see a pop-up explanation, or jump to a new topic. To make a pop-up disappear, click anywhere else in the panel or, if using the Netscape browser, click anywhere inside the pop-up box. To return from a jump, click the browser's **Back** button.

Note: Some underlined phrases are web links. They are identified by the text that precedes them. When you have finished viewing a web page, click the **Back** button on the browser to return to Help, or click any help topic.

To print a topic, first click in the right panel (anywhere will do). Then click the **Print** button below the menu bar, or select **Print** from the File menu.

Close SEVIS Help by clicking the **Close** button in the upper-right corner of the Help screen.

View a SEVIS demonstration by clicking Tutorial on the SEVIS navigation bar. Follow the instructions on the first screen of the demonstration.

2.2 Accessing SEVIS

SEVIS requires the use of Microsoft® Internet Explorer Version 5.0 or higher or Netscape Version 4.7 or higher, and Adobe Acrobat® Reader 5.0 or higher. You must have a user ID and password to access the system. The following sections provide instructions for obtaining a temporary user ID, creating a SEVIS password, and completing the Form DS-3036.

2.3 Logging In to SEVIS

When accessing SEVIS via the Internet (<https://egov.ins.usdoj.gov/sevis/>) a Security Alert screen displays. Click the **Yes** button to continue to the SEVIS login screen. Exhibit 3, SEVIS Log in Page, is an example of the login screen.

Note: After creating a password, use this web site (<https://egov.ins.usdoj.gov/sevis/>) to access SEVIS and perform all SEVIS-related tasks.

Exhibit 3: SEVIS Log in Page

SEVIS Log in Page

Welcome to the SEVIS Log in Page
OMB 1115-0252

Student & Exchange Visitor Information System (SEVIS)

***** WARNING *****

* YOU HAVE CONNECTED TO A U.S. GOVERNMENT COMPUTER. IF YOU *
* ARE NOT AUTHORIZED TO ACCESS THIS SYSTEM, DISCONNECT NOW. *
* All attempts to access and use this system and/or its *
* resources are subject to keystroke monitoring and recording.*
* Everyone using this system expressly consents to such *
* monitoring and is advised that if such reveals possible *
* evidence of criminal activity or abuse of authority, the *
* information will be reported to authorities for action.*
* Unauthorized access attempts or use in excess of documented *
* authority may subject you to a fine and/or imprisonment*
* in accordance with Title 18, USC, Section 1030 or *
* administrative penalties or dismissal. *
***** WARNING *****

User Name:

Password:

[Register for New Account](#)
[Change Password](#)

2.3.1 How to Obtain a Temporary User ID

The SEVIS Log in Page includes a link that is used to obtain a temporary user ID and password. Using a temporary user ID and password, you can access SEVIS and complete the Form DS-3036 for your organization.

Your temporary user ID and password are valid for 30 days following the issuance of the temporary user ID. Prior to submission of the Form DS-3036, you may create, update and save the draft Form DS-3036. After submitting the Form DS-3036, you may use your temporary user ID and password to access SEVIS and view and print a final copy of the Form. Your temporary user ID and password will **not** be valid following approval of your entity's Form DS-3036. When an organization is approved to use SEVIS, the RO and AROs who were identified and assigned a SEVIS role on the original Form DS-3036 will receive their permanent user IDs via email.

The Form DS-3036 must be submitted within 30 days of the issuance of your temporary user ID. If the Form DS-3036 is not submitted within 30 days, all of the data that was entered will be lost.

To obtain a temporary user ID, perform the following:

1. Click the **Register for New Account** link. The system displays the user registration screen, as shown in Exhibit 4, SEVIS – User Registration Screen.

Note: This link is used only to obtain a temporary user ID so that you can complete and submit a new Form DS-3036.

Exhibit 4: SEVIS – User Registration Screen

SEVIS - User Registration

Welcome to the SEVIS - User Registration

Register for a New SEVIS Account

Required fields are marked with an asterisk (*)

* Last Name:

* First Name:

Middle Name:

* E-mail Address:

* Telephone Number:

* School/Program Name:

* Indication of Access: ☒ Apply for Certification by the INS to admit F and/or M Students
☐ Apply for Designation by the DoS to admit J Exchange Visitors

**Apply for Designation
Radio Button**

09/11/2002 (Wednesday)

2. At a minimum, complete all fields preceded by a red asterisk (*).
3. Click the radio button "Apply for Designation by the DOS to admit J Exchange Visitors".
4. Click the **Submit** button. The system will display a message indicating that your temporary user ID will be sent to you in an email message. You will receive a second email message that includes specific instructions on how to access SEVIS the first time.

2.3.2 How to Create and Change Passwords

After receiving a temporary user ID, you will receive an email message containing a secure link to SEVIS. This link is associated with your user ID. It can only be used to create a password for your temporary user ID. To use this link and create your password, perform the following:

1. Click on the link contained in the email message. The system will display the Set Password screen as shown in Exhibit 5, SEVIS – Set Password Screen.

Exhibit 5: SEVIS – Set Password Screen

SEVIS - Set Password

Welcome to the SEVIS system.

Before you begin, you must register a password for yourself. Please enter your password twice in the spaces provided. The password must contain at least 1 uppercase alphabetic, 1 lowercase alphabetic and 1 number, must be at least 8 character long, and must not exceed 16 characters in length.

Username:

Password:

Confirm password:

11/22/2002 (Friday)

2. Enter your temporary user ID in the Username (User Name) field.
3. Enter your password in the Password field. See Section 2.3.2.1, Guidelines for Passwords, for instructions on creating a password.
4. Re-enter your password in the Confirm Password field.

5. Click the **Set Password** button. The system will display a message indicating that you have successfully created a password.

Note: If a password has **not** been successfully created, an error message will display and instruct you to re-enter the correct password in both fields.

6. Click the **OK** button and the system will display the SEVIS login screen.

Note: After creating your password, use the SEVIS web site (<https://egov.ins.usdoj.gov/sevis/>) to access SEVIS and perform all of your SEVIS-related tasks.

2.3.2.1 Guidelines for Passwords

The first time that you access SEVIS, you will be prompted to create a password. The guidelines for SEVIS passwords are as follows:

- SEVIS passwords are 8 to 16 characters in length.
- Passwords must contain uppercase and lowercase alphabetic characters and at least one numeric character.
- Passwords are case sensitive. When you create a password using a mix of upper- and lower-case letters, it must always be entered that way (for example, the password “Abcdefg8” must always be entered with a capital “A” followed by lowercase letters and the numeral 8).
- SEVIS user IDs and passwords are suspended after three unsuccessful login attempts. Contact the SEVIS Help Desk at 1-800-892-4829 to have your access reinstated.
- Temporary user IDs and passwords are valid for 30 days from the date the ID was issued. You must complete and submit the Form DS-3036 within 30 days.
- Following the submission of the Form DS-3036, temporary user IDs remain active until the DOS has reviewed and approved or denied the request.

2.3.2.2 Change Password Every 90 Days

Users must change their passwords every 90 days. After 90 days, when you log into SEVIS, the system will automatically prompt you to change your password. To change your password, perform the following:

1. Enter your current password in the Old Password field.
2. Enter your new password in the New Password field.

Note: You cannot reuse any of your previous six passwords.

3. Re-enter your new password in the Confirm New Password field.
4. Click the **Change Password** button. The system will display the SEVIS login screen. Be sure to use your new password when logging into SEVIS.

2.3.2.3 Change Password Voluntarily

You may change your password weekly, using the **Change Password** link on the SEVIS Log in Page. To change your password, perform the following:

1. Click the **Change Password** link on the SEVIS Log in Page. The system displays the Change Password screen.
2. Enter your SEVIS user ID in the User Name field.
3. Enter your current password in the Old Password field.
4. Enter your new password in the New Password field.
Note: You cannot reuse any of your previous six passwords.
5. Re-enter your new password in the Confirm New Password field.
6. Click the **Change Password** button. The system will display the SEVIS login screen. Be sure to use your new password when logging into SEVIS.

2.3.3 Logging Into SEVIS to Complete the Form DS-3036

If you do not submit the Form DS-3036 within 30 days, all of the data that has been entered on the Form will be lost. You may log in and out of SEVIS as often as you wish to create, save, retrieve, submit and view the Form DS-3036. Once submitted, the Form DS-3036 will no longer be available for addition or revision of data. To log into SEVIS, perform the following:

1. Enter your user ID in the User Name field.
2. Enter your password in the Password field.
3. Press **Enter** or click the **Login** button. The system displays the Paperwork Reduction Act Notice (PRA).
4. Read the notice and click the **I Have Read and Understand This Notice** button. The system displays the SEVIS Designation Page 1 screen. If you have already entered data on this page of the designation application, it will be displayed too.

The Login screen has a **Reset** button that clears any data you entered. The screen also includes links to create a new account (this link is only used to obtain a temporary user ID and password) and to change the current password.

Note: After 20 minutes of inactivity, your session will time out and any unsaved data will be lost. You will have to log on again in order to use SEVIS.

2.4 Logging Out of SEVIS

To exit the SEVIS application at any time, click **Logout** on the navigation bar as shown in Exhibit 6, SEVIS Navigation Bar.

Exhibit 6: SEVIS Navigation Bar



2.5 Completing the Designation Application (Form DS-3036)

The following sections provide step-by-step instructions for completing the Form DS-3036.

2.5.1 Designation Application Page 1

When you log into SEVIS using a temporary user ID and password, a window containing information about the Paperwork Reduction Act (PRA) displays. Please review the information enclosed and then click the **I Have Read and Understand This Notice** button. The first page of the designation application will be displayed. Exhibit 7, SEVIS Designation Page 1 is an example of the page. If you have already completed page 1 of the designation application, the data that you entered will display on the screen when you log into SEVIS.

Exhibit 7: SEVIS Designation Page 1

The screenshot shows the 'SEVIS Designation Page 1' web form. At the top, there is a header with 'Help | Tutorial | Logout' links and a 'UC36020(DOSTEMP)' identifier. Below this, a welcome message reads: 'Welcome to the SEVIS Designation Page 1'. The main title is 'U.S. Department of State, Exchange Visitor Program Application-DS-3036', followed by 'Office of Exchange Coordination and Designation, OMB Approval No.1405-0120, Expiration Date:08-31-2002' and 'Designation Application [page 1 of 4]'. A note states: 'Required fields are marked with an asterisk (*)'. The form is divided into six numbered sections: 1. *Name of Sponsoring Organization: (text field) 2. *Business Address of Sponsoring Organization: (*Address 1, Address 2, *City, *State (dropdown), *Zip Code) 3. Mailing Address of Sponsoring Organization (if different from Business Address): (Address 1, Address 2, City, State (dropdown), Zip Code) 4. *Type of Application: (dropdown menu) Required if selecting 'Currently Designated' above: Existing Program Number: (text field) (X-#-####) 5. *Name and Title of CEO (or equivalent): (*Last Name, *First Name, Middle Name, Suffix (dropdown), *Title) 6. *Program Sponsor is a: U.S. Federal Government Agency (Yes/No radio buttons), 'For-Profit' Organization (Yes/No radio buttons). At the bottom, there are buttons for 'Save Draft', 'Reset Values', 'Next', and 'Print Draft'. The date '11/22/2002 (Friday)' is displayed at the very bottom.

Below is a list of the sections and/or fields on page 1 and a brief description or explanation for each. An asterisk precedes the sections and/or fields that must be completed. To complete page 1 of the Form DS-3036, enter the following data:

Field	Description/Explanation
* 1. Name of Sponsoring Organization	<p>The full name, without abbreviations, of the organization applying for designation as an exchange visitor sponsor. This is the name that will print on the Forms DS-2019.</p> <p>Note: Currently designated sponsors must enter the official name of their organization as taken from the last letter of designation or redesignation.</p>
* 2. Business Address of Sponsoring Organization	The address that represents the physical location of the sponsoring organization. No post office box number should be used in this address.
3. Mailing Address of Sponsoring Organization (if different from Business Address)	Enter a mailing address only if it differs from the business address. A post office box number is valid in this address.
* 4. Type of Application	<p>The "Type of Application" will be "New" for organizations that are:</p> <ul style="list-style-type: none"> • Not already designated as a sponsor • Designated sponsors applying for sponsorship in a category that requires a separate application <p>Select "Currently Designated Sponsor" only if you represent a designated sponsor, filling out the Form to enter your program's current data into SEVIS <i>without changes</i>.</p> <p>Note: Currently designated sponsors should enter their existing data into SEVIS <i>before</i> attempting to apply for designation in a new category.</p>
* Existing Program Number	<p>If you selected "Currently Designated Sponsor" as "Type of Application," you must enter the Program Number as it appears on your Designation letter. This number has the following format:</p> <p style="text-align: center;">X-m-nnnn</p> <p>Where:</p> <ul style="list-style-type: none"> • X is the letter 'P' or 'G' • m is a digit in the range of 1 through 5 • n is a digit in the range of 0 through 9

Field	Description/Explanation
	Enter the two hyphens as well as the letter and the digits (for example, P-1-1234). Do not complete this field if you selected "New" as "Type of Application." Note: The program number format is changing from four digits (nnnn), to five digits. SEVIS will automatically add a 0 (zero) to the beginning of the program number for currently designated sponsors (for example, P-1-01234).
* 5. Name and Title of CEO (or equivalent)	The person with the title of Chief Executive Officer of the applicant organization. If the organization does not use that title, the name of the person who occupies the equivalent position will be given, along with the title of that position. For example, the equivalent position might be called President, Director, or Dean.
*Last Name	The surname of the CEO or person who occupies the equivalent position.
*First Name	The first name of the CEO or person who occupies the equivalent position.
Middle Name	The middle name of the CEO or person who occupies the equivalent position. May be left blank if the person has no middle name, or the middle name is unknown.
*Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer not CEO).
* 6. Program Sponsor is a	
U.S. Federal Government Agency	Federal agencies should select "Yes." Profit-making organizations should select "No." State government organizations, and non-profit, non-governmental organizations, should select "No."
'For Profit' Organization	Federal agencies should select "No." Profit-making organizations should select "Yes." State government organizations, and non-profit, non-governmental organizations, should select "No."

Select one of the following buttons:

Save Draft	After completing the required fields on page 1, you may click this button to save the data that you have entered and then log out of SEVIS. Note: You do not need to click this button before advancing to the next page of the Form DS-3036. SEVIS automatically saves data when you click the Next button.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered on this page and advance to page 2 of the designation application.
Print Draft	Click this button to print a draft copy of the designation application.

2.5.2 Designation Application Page 2

Exhibit 8, SEVIS Designation Page 2, shows a blank copy of page 2 of the designation application.

Exhibit 8: SEVIS Designation Page 2

SEVIS Designation Page 2

[Help](#) | [Tutorial](#) | [Logout](#)

UC36020(DOSTEMP)
 Welcome to the SEVIS Designation Page 2

Designation Application [page 2 of 4]
 Required fields are marked with an asterisk (*)

7. *Participation by Category (Indicate total number and approximate duration of participation in each category):

Type	Number	Duration	Type	Number	Duration
1A. Student, Secondary	<input type="text"/>	<input type="text"/> MONTH(S)	7. Government Visitor	<input type="text"/>	<input type="text"/> MONTH(S)
1B. Student, College/University	<input type="text"/>	<input type="text"/> MONTH(S)	8. Research Scholar	<input type="text"/>	<input type="text"/> MONTH(S)
2A. Trainee, Specialty	<input type="text"/>	<input type="text"/> MONTH(S)	9. Short-term Scholar	<input type="text"/>	<input type="text"/> MONTH(S)
2B. Trainee, Non-specialty	<input type="text"/>	<input type="text"/> MONTH(S)	10. Specialist	<input type="text"/>	<input type="text"/> MONTH(S)
3. Teacher	<input type="text"/>	<input type="text"/> MONTH(S)	11. Camp Counselor	<input type="text"/>	<input type="text"/> MONTH(S)
4. Professor	<input type="text"/>	<input type="text"/> MONTH(S)	12. Summer Work/Travel	<input type="text"/>	<input type="text"/> MONTH(S)
5. International Visitor	<input type="text"/>	<input type="text"/> MONTH(S)	13. Au Pair	<input type="text"/>	<input type="text"/> MONTH(S)
6. Alien Physician	<input type="text"/>	<input type="text"/> MONTH(S)			

8. *Training Program (if the category selected is trainee):

Arts and Culture
 Information Media and Communications
 Education, Social Sciences, Library Science, Counseling and Social Services
 Management, Business, Commerce and Finance
 Health Related Occupations
 Aviation

if selected, enter
 FAA Certification Number under 14 CFR part 141: Expiration date: (MM/DD/YYYY)

if FAA certified, select
☐ Accredited with one of the 'Nationally Recognized Accrediting Agencies and Associations' or a member of the Council on Post Secondary Accreditation
☐ Applied for Accreditation
☒ Clear Selection

The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations
 Construction and Building Trades
 Agriculture, Forestry and Fishing
 Public Administration and Law
 Other

11/22/2002 (Friday)

Below is an explanation of section 7, Participation by Category, on page 2. This section must be completed by entering the following data:

Section	Description/Explanation
* 7. Participation by Category (Indicate total number and approximate duration of participation in each category).	<p>An entity can request authorization to sponsor exchange visitors in one or more of thirteen categories. For each category for which an entity is applying, enter the number of exchange visitors expected in that category in the Number column.</p> <p>Note: The regulations (22 CFR 62.8) require sponsors other than the Federal Government to have no fewer than five (5) exchange visitors per calendar year.</p>

Section	Description/Explanation
	<p>In the next box, enter the duration of the exchange-visitor participation (that is, the amount of time required to complete the program), then select the appropriate time period: days, weeks, months, or years.</p> <p>Note: Currently designated sponsors must complete the electronic Form DS-3036 based on current designation.</p>

Below is a list of the categories, including a brief description and/or explanation of each.

Category	Description/Explanation
Student, Secondary (1A)	<p><u>Secondary school students</u> (22 CFR 62.25). A separate application must be completed for this sub-category, which affords students an opportunity to study in an accredited U.S. secondary school while living with an American host family. Participants in this category must be:</p> <ol style="list-style-type: none">1. Secondary students who have not completed more than eleven years of primary and secondary schooling, excluding kindergarten, in their home country2. At least 15 but not more than 18-1/2 years of age at the time of initial school enrollment3. Without previous participation as an exchange visitor for high school studies in the U.S. <p>Factors such as English language proficiency, maturity, character, and scholastic aptitude are critical.</p> <p>The <u>duration of participation</u> for secondary school students is a minimum of one academic semester and a maximum of one academic year.</p>

Category	Description/Explanation
Student, College/University (1B)	<p><u>College and University Students</u> (22 CFR 62.23). Participants in this category must be pursuing a full course of study at accredited post-secondary educational institutions in the U.S. Academic training is permitted, if approved by the sponsor, but study must be the primary purpose of the exchange visitor's program in the U.S. Students are eligible for participation when they are not substantially supported by personal funds and when they meet the funding requirements outlined in 22 CFR 62.23(c)(4).</p> <p>The <u>duration of participation</u> for college and university students is unlimited, as long as they are enrolled full time in programs that lead to a degree. If enrolled in a non-degree program the <u>duration of participation</u> shall not exceed 24 months.</p>
Trainee, Specialty (2A) Trainee, Non-specialty (2B)	<p>A separate application must be completed for this category. Furthermore, an aviation-training program must be submitted as a separate application. For example, if the applicant wishes to conduct training programs in "Aviation" and "The Sciences, Engineering, Architecture, Mathematics, and Industrial Occupations," two applications must be submitted through two temporary user IDs.</p> <p>Although training often occurs in a work-place setting, the training must be <i>bona fide</i>, and not merely employment. Generic training plans for each requested training occupation must be submitted with the application. Designated sponsors are required to ensure that <i>individual</i> training plans are prepared for selected trainees and that continuous supervision and periodic evaluation is provided.</p> <p>The <u>maximum duration of participation</u> is 24 months for flight-training programs, and 18 months for all other training programs. Note: Schools with flight-training programs should specify 24 months only if they have the Air Transport Pilot (ATP) rating on their FAA certificate. All other flight-training programs should specify no more than 18 months.</p> <p>Note: Section 8 on the electronic Form DS-3036 must be completed (Training Program) if this category is selected.</p>

Category	Description/Explanation
Teacher (3)	<p>This category (22 CFR 62.24) is for individuals teaching full-time in an accredited primary or secondary educational institution. A participant in this category must satisfy all of the following:</p> <ol style="list-style-type: none">1. Meet the qualifications for teaching in primary or secondary schools in his or her home country2. Satisfy the standards of the U.S. State in which he or she will teach3. Have a minimum of three years of teaching or related professional experience <p>Letters from the State Department of Education for each state in which foreign teachers will be placed must be submitted to the Department with the application.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed three years.</p>
Professor (4)	<p>This category (22 CFR 62.20) is for individuals who are involved primarily in teaching, lecturing, observing, or consulting at accredited post-secondary educational institutions, museums, libraries, or similar institutions. A professor may also conduct research, unless disallowed by the sponsor.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed three years.</p>
International Visitor (5)	<p>This category (22 CFR 62.28) is reserved for the U.S. Department of State use. "International Visitors" are potential or recognized leaders in their own countries.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed one year.</p>
Alien Physician (6)	<p>This category (22 CFR 62.27) is for foreign physicians pursuing American medical board certification through graduate education or training at accredited U.S. schools of medicine, or other U.S. institutions, through a clinical exchange program. The Educational Commission for Foreign Medical Graduates (ECFMG) is the only program sponsor authorized to use this category. All foreign physicians in this category must successfully complete ECFMG-administered examinations that measure their command of the medical sciences. All foreign physicians are subject to the two-year home-</p>

Category	Description/Explanation
	<p>country physical presence requirement as stipulated in Section 212 (e) of the Immigration and Nationality Act.</p> <p>Note: The J visa does not provide for programs with hands-on or direct-patient contact, such as veterinarians, dentists or nurses.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed seven years.</p>
Government Visitor (7)	<p>This category (22 CFR 62.29) is reserved for use by federal, state, or local government agencies. Participation in this category is for participants who are recognized as influential or distinguished persons, and who are selected by a federal, state, or local governmental agency to participate in observation tours, discussions, consultations, professional meetings, conferences, workshops, and travel.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed 18 months.</p>
Research Scholar (8)	<p>Research scholars (22 CFR 62.20) primarily conduct research, observe, or consult in connection with a research project at research institutions, corporate research facilities, museums, libraries, accredited post-secondary educational institutions, or similar types of institutions. The research scholar may also teach and lecture (unless disallowed by the sponsor) provided that these activities are incidental and do not extend the period of participation beyond the maximum duration.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed three years.</p>
Short-term Scholar (9)	<p>A short-term scholar (22 CFR 62.21) is a professor, research scholar, or person with similar education or accomplishments coming to the U.S. on a short-term visit to lecture, observe, consult, train, or demonstrate special skills at research institutions, museums, libraries, accredited post-secondary educational institutions, or similar organizations.</p> <p>The <u>maximum duration of participation</u> for this category shall not exceed six months. No extensions will be permitted.</p>

Category	Description/Explanation
Specialist (10)	<p>This category (22 CFR 62.26) is for experts who will exhibit specialized knowledge or skills in the U.S. Such exchanges are primarily non-academic and provide opportunities to increase the exchange of knowledge and ideas between American and foreign specialists.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed one year.</p>
Camp Counselor (11)	<p>A separate application must be completed for this category (22 CFR 62.30), which facilitates the entry of foreign nationals to serve as counselors in U.S. summer camps. Under no circumstances shall sponsors facilitate the entry into the U.S. of a participant for whom a camp placement has not been pre-arranged.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed four months.</p>
Summer Work/Travel (12)	<p>A separate application must be completed for this category (Subpart G; new regulations were published in the <i>Federal Register</i> on March 28, 1996). This program is designed to achieve the educational objectives of international exchange by involving university students during their summer vacations directly in the daily life of the U.S. through travel and temporary employment opportunities.</p> <p>The <u>maximum duration of participation</u> for this program shall not exceed four months. No extensions will be permitted.</p>
Au Pair (13)	<p>A separate application must be completed for this category (22 CFR 62.31). The Au Pair Program is designed to give foreign nationals the opportunity to live with an American host family and participate directly in the home life of that family while providing limited childcare services. The au pair participant is also required to enroll in an accredited U.S. post-secondary educational institution for not less than six hours of academic credit or its equivalent.</p> <p>The EduCare Program component of this category limits work hours to 30 hours per week, and requires 12 hours of academic credit or its equivalent.</p> <p>The <u>maximum duration of participation</u> for this program</p>

Category	Description/Explanation
	shall not exceed one year.

Below is an explanation of section 8, Training Program, on page 2 of the online Form DS-3036. This section must be completed if the trainee category was selected in section 7, Participation by Category. To complete section 8, enter the following data:

Section	Description/Explanation
* 8. Training Program (if the category selected is trainee)	<p>Training will be limited to the occupational category or categories for which the sponsor has obtained, or wishes to obtain the Department's designation. Select one or more training programs in section 8. For each one chosen, click the down arrow and select "Specialty," "Non-specialty," or "Both" ("Aviation" can only be "non-specialty"). If "Other" is selected, enter an explanation in the text box.</p> <p>If "Aviation" is selected, enter the FAA certification number and the certification expiration date. Also specify, by selecting one of the radio buttons, that the program is accredited, or that an accreditation application has been submitted. Note: If you select one of these radio buttons by mistake, select the "Clear Selection" button.</p> <p>Note: An aviation-training program, which can only be non-specialty, requires a separate application.</p>

Select one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
Previous	Click this button to return to the previous page of the designation application. Warning: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered and advance to page 3 of the designation application.
Print Draft	Click this button to print a draft copy of the designation application.

2.5.3 Designation Application Page 3

Exhibit 9, SEVIS Designation Page 3, shows a blank copy of page 3 of the designation application.

Exhibit 9: SEVIS Designation Page 3

SEVIS Designation Page 3

[Help](#) | [Tutorial](#) | [Logout](#) UC36020(DOSTEMP)

Welcome to the SEVIS Designation Page 3

Designation Application [page 3 of 4]
Required fields are marked with an asterisk (*)

9. *Method of selection and arrangements for Financial Support of Exchange Visitor while in the U.S.(specify source and amount of funding, as appropriate) (Maximum. 500 chars):

10. *Purpose or Objective (Maximum. 500 chars):

11. *Outline of Proposed Activities (Maximum. 500 chars):

12. *Arrangements for Supervision (Maximum. 500 chars):

13. *Role of Other Organizations Associated with Programs(if any) (Maximum. 500 chars):

14. *CITIZENSHIP(22 CFR 62.2 and 5)

Organization

I hereby certify that I am an officer of this program with the title of Director (specify);
that I am authorized to sign this certification and bind Hairsberg Rotary Club (name of organization);
and that a true copy certified by the (specify) of such authorization
is attached. I further certify that Hairsberg Rotary Club (name of organization) is a citizen of the
United States as that term is defined at 22 CFR 62.2 Hairsberg Rotary Club (name of organization)
agrees that its inability to substantiate its representation of citizenship made in this certification will result in the
immediate withdrawal of its designation and the immediate return of or accounting for all DS-2019 forms transferred to it.

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Below is a list of the fields on page 3 and a brief description or explanation for each field. An asterisk precedes the fields that must be completed. To complete page 3 of the Form DS-3036, enter the following data:

Field	Description/Explanation
<p>* 9. Method of Selection and Arrangements for Financial Support of Exchange Visitor while in the U.S.</p>	<p>No more than 500 characters can be entered into this field, and many applicants will find it difficult or impossible to supply all the requested information in this space. In such cases, use the text field to address, at least briefly, each of the six categories listed below. Enter for each, as necessary "Additional supporting documentation to be supplied by mail." Mail the relevant documents with the signed and notarized printed copy of the Form DS-3036 with the required fee and other supporting documentation within 30 calendar days of submitting the electronic Form DS-3036.</p> <ol style="list-style-type: none"> 1. Selection of Exchange Visitors (22 CFR 62.10(a)) 2. Program Costs/Fees and Deposits/Refunds 3. Program Funding/Financial Support 4. Health Care Insurance (22 CFR 62.14) 5. Orientation (22 CFR 62.19) 6. Consortium Information
<p>* 10. Purpose or Objective</p>	<p>Provide information about the program's purpose and objectives. Explain how the program will promote better understanding, and improve communications, between people in the U.S. and other nations of the world through international educational and cultural exchange.</p>
<p>* 11. Outline of Proposed Activities</p>	<p>Provide an outline of proposed cross-cultural activities for each category selected. While there is no set number of such activities required, sponsors must offer a reasonable number of cross-cultural activities, such as sports, cultural and social activities. Please describe the planned cross-cultural activities that would acquaint participants with American society, culture, and institutions.</p> <p>Note: Due to the nature of the Short-Term Scholar category, such cross-cultural activities are encouraged but not required.</p>
<p>* 12. Arrangements for Supervision</p>	<p>Provide the following information regarding the supervision, direction, evaluation, and monitoring of the programs (22 CFR 62.10).</p> <ol style="list-style-type: none"> 1. Describe provisions for the supervision, evaluation,

Field	Description/Explanation
	<p>and monitoring of the participants and host families, as applicable. For Secondary School Programs, also include information on the approximate ratio of sponsor representatives to students within the 150-mile radius specified by regulations 62.25(d)(2).</p> <ol style="list-style-type: none"> Can participants contact the sponsor without difficulty in cases of emergency? Give details. Provide details regarding where participants will stay while in the U.S. Include information on arrangements or procedures to be used to place prospective participants in private homes, as applicable. If there are written materials that define precisely the purpose and objectives of the program, as well, as the financial arrangements under which it is to be administered, please enclose a copy with the application. Post-secondary educational institutions shall include a copy of any current agreements, if applicable.
* 13. Role of Other Organizations Associated with Programs (if any)	<p>Provide the names and addresses of your organization's foreign affiliates/partners/offices, if any, and the names of their key officers who may be associated with the overall administration of the program. In addition, include a list of domestic affiliated organizations and companies, if any, with whom your organization is cooperating in exchange activities. Please advise if any of these organizations have their own designations to carry out an exchange program.</p> <p>Note: This field is mandatory, so enter "N/A" if it does not apply.</p>
* 14. Citizenship	<p>In the empty text box below "Citizenship," fill in the <i>title</i> of a person or group (for example, Board of Trustees or Board of Directors). Do not enter a person's name.</p>

Select from one of the following buttons:

Save Draft	Click this button to save the data that you have entered on this page.
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Previous	Click this button to return to the previous page of the designation application. Warning: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Reset Values	Click this button to erase all entries on the page that have not been saved.
Next	Click this button to automatically save the data that you have entered and advance to page 4 of the designation application.
Print Draft	Click this button to print a draft copy of the designation application.

2.5.4 Designation Application Page 4

Page 4 provides you with the ability to add, update, or delete program sponsor officials prior to submitting the Form DS-3036. You must add one official and designate him or her as the Responsible Officer (RO). SEVIS allows the addition of a maximum of ten Alternate Responsible Officers (AROs) for each program, however the DOS reserves the right to limit the number.

Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the Form DS-3036, you may log on and log off of SEVIS as many times as you wish. Remember, your temporary user ID is only valid for 30 days; you must submit the electronic Form within 30 days of the issuance of your user ID.

Exhibit 10, SEVIS Designation Page 4—Before Adding an Official, shows a sample copy of page 4 of the designation application.

Exhibit 10: SEVIS Designation Page 4—Before Adding an Official

The screenshot shows the 'SEVIS Designation Page 4' interface. At the top, there's a header with 'Help | Tutorial | Logout' and a user ID 'UC36028(DOSTEMP)'. Below this is a 'Welcome to the SEVIS Designation Page 4' message. The main section is titled 'Designation Application - Official Information [page 4 of 4]'. It contains a table with columns: Official Name, Role, Title, Telephone, Fax, Email Address, and Actions. Under the 'Official Name' column, there are two links: 'Add New Official' and 'Add Existing Official'. Below the table, there is a note: 'Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.' Below the note is a warning: 'WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.' At the bottom, there are three buttons: 'Previous', 'Submit', and 'Print Draft'. The date '11/22/2002 (Friday)' is displayed. Two callout boxes with arrows point to the links: 'Add New Official Link' points to 'Add New Official' and 'Add Existing Official Link' points to 'Add Existing Official'.

SEVIS Designation Page 4

Help | Tutorial | Logout UC36028(DOSTEMP)

Welcome to the SEVIS Designation Page 4

Designation Application - Official Information [page 4 of 4]

Official Name	Role	Title	Telephone	Fax	Email Address	Actions
Add New Official						Add Existing Official

Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.

WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.

[Previous](#) [Submit](#) [Print Draft](#)

11/22/2002 (Friday)

[Add New Official Link](#)

[Add Existing Official Link](#)

2.5.4.1 Add Program Sponsor Official

All program sponsor personnel who will access SEVIS and perform tasks must have a record in SEVIS. To add program sponsor officials and assign them SEVIS roles, you must first use the Add New Official link that is available on page 4 of the Form DS-3036. To add officials, perform the following:

1. Click the [Add New Official](#) link below the Official Name column. The system displays the Add Official screen, as shown in Exhibit 11, Add Official Screen.

Exhibit 11: Add Official Screen

SEVIS Add Official
[Help](#) | [Tutorial](#) | [Logout](#) UC36020(DOSTEMP)
 Welcome to the SEVIS Add Official

Designation Application - Add Official
 Required fields are marked with an asterisk(*)

* Last Name :
 * First Name :
 Middle Name : Suffix :
 * The Official is : ☐ US Citizen ☐ Legal Permanent Resident
 * If LPR, Please enter the person's 'A' number : (XXXXXXXXXX)
 * Role :
 * Title :
 * Telephone : () - ext.
 Fax Number : () -
 * Email Address :

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2. Below is a list of the fields on this screen and a brief description or explanation for each field. An asterisk precedes the fields that you must complete.

Field	Description/Explanation
* Last Name	The surname or family name of a person.
* First Name	The first name of a person.
Middle Name	The middle name of a person. May be left blank if the person has no middle name, or the middle name is unknown.
Suffix	A title, such as Junior, that may appear at the end of a person's name.
* The Official is	Select the appropriate option, U.S. Citizen or legal permanent resident (LPR).
* If LPR, please enter the person's 'A'-number	Enter the alien number if the RO or ARO is a Legal Permanent Resident (LPR) of the U.S. Enter the complete A-number, including the "A". If you receive an error message indicating that the A-number is not valid, you may have entered an 8-digit

	<p>number. The system requires a 9-digit number. Take the following actions:</p> <ol style="list-style-type: none">1. Check the original number carefully. If it had 9 digits, correct your SEVIS entry.2. If it had 8 digits, it is a valid number. Enter it into SEVIS by adding a zero to the beginning of it (many existing A-numbers are only 8 digits long).3. If it had less than 8 digits, it is invalid and cannot be entered. Query the official to obtain his or her valid number.
* Role	Each official identified on a SEVIS designation application must play one of two roles: Responsible Officer (RO) or Alternate Responsible Officer (ARO). Only one RO is allowed per program.
* Title	The name of a position held by a person representing a sponsor or sponsor application. Titles should be given in full, without abbreviations (for example, Chief Executive Officer, not CEO).
* Telephone Number	A valid telephone number, including the three-digit area code, and an extension if applicable.
Fax Number	A telephone number, including area code, for a fax machine. While this is not mandatory, it is encouraged to assist in communicating between the DOS and the applicant.
* Email Address	A valid electronic-mail address. SEVIS user ID and password instructions will be mailed to this address.

Select one of the following buttons:

Add Official	<p>Click this button to save the data that you have entered for this program sponsor official. The system will display page 4 of the designation application and the information for the official that was added will be included in the list of officials. To add additional program sponsor officials, click the <u>Add New Official</u> link again and repeat the process described above.</p> <p>Note: Exhibit 12, SEVIS Designation Page 4—After Adding an Official, is an example of the screen that displays after an RO has been added to the Form DS-3036.</p>
Cancel	Click this button to return to page 4 of the designation application.

Exhibit 12: SEVIS Designation Page 4—After Adding an Official

The screenshot shows the SEVIS Designation Page 4 interface. At the top, there's a header with 'SEVIS Designation Page 4' and navigation links: 'Help | Tutorial | Logout'. A user ID 'UC36020(DOSTEMP)' is displayed. Below this is a 'Welcome to the SEVIS Designation Page 4' message. The main section is titled 'Designation Application - Official Information [page 4 of 4]'. It contains a table with columns: Official Name, Role, Title, Telephone, Fax, Email Address, and Actions. One official is listed: Susan Simmons, RO, Director, 111-555-1111, with email Susan.Simmons@hrc.com and actions 'Update' and 'Delete'. Below the table are links 'Add New Official' and 'Add Existing Official'. A note states: 'Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.' A warning says: 'WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.' At the bottom are buttons 'Previous', 'Submit', and 'Print Draft', and a date '11/22/2002 (Friday)'.

Official Name	Role	Title	Telephone	Fax	Email Address	Actions
Susan Simmons	RO	Director	111-555-1111		Susan.Simmons@hrc.com	Update Delete

[Add New Official](#) [Add Existing Official](#)

Note: SEVIS automatically saves your data when you are on page 4 and log off of the system. Prior to submitting the DS-3036, you may log on and off of SEVIS as many times as you wish to complete the form. Remember, your temporary user ID is only valid for 30 days; you must submit the DS-3036 within 30 days of the issuance of your temporary user ID. Please print the DS-3036 and review the hard copy for accuracy before submitting it to the Department of State.

WARNING: Once you click the Submit button, you cannot change any information on the DS-3036.

[Previous](#) [Submit](#) [Print Draft](#)

11/22/2002 (Friday)

When finished adding program sponsor officials, click one of the following buttons on page 4:

Previous	Click this button to return to the previous page of the designation application. Warning: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Submit	Click this button to submit the designation application to the DOS for processing. See section 2.5.4.6, Submission of the Designation Application and Notification of Approval/Denial, for additional information.
Print Draft	Click this button to print a draft copy of the designation application.

2.5.4.2 Add Existing Official

There are program sponsor personnel who are active SEVIS users because of their affiliation with another program. To add an existing program sponsor official and assign him or her a SEVIS role, perform the following:

1. Click the **Add Existing Official** link below the Official Name column. The system displays the Designation – Add Existing Official screen, as shown in Exhibit 13, Adding an Existing Official Screen.

Exhibit 13: Adding an Existing Official Screen

SEVIS Designation Page 4 - Adding An Existing Official

Help | Tutorial | Logout UC36028(DOSTEMP)

Welcome to the SEVIS Designation Page 4 - Adding An Existing Official

Designation - Add Existing Official
Required fields are marked with an asterisk (*)
The Official has an existing account in SEVIS. Please enter the account information below.

* Account Userid:

Ok Cancel

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2. Enter the current user's SEVIS user ID in the Account Userid (User ID) field and click the **OK** button. The system displays another Adding Existing Official screen.
3. Review the user name and select the role of the official, RO or ARO.

Select one of the following buttons:

Add Official	Click this button to save the data that you have entered for this program sponsor official. The system will display page 4 of the designation application and the information for the official that was added will be included in the list of officials. To add additional existing program sponsor officials, click the <u>Add Existing Official</u> link again and repeat the process described above.
Cancel	Click this button to return to page 4 of the designation application.

2.5.4.3 Update a Program Sponsor Official's Record

You may update the data for a program sponsor official on page 4 (for example, enter a correct email address) before submitting the Form DS-3036. To update a program sponsor official's SEVIS record, perform the following:

1. Click the **Update** link to the right of the program sponsor official's name. The system displays the Designation Application Update Official screen, including the official's current data.
2. Make the necessary changes to the record. **Note:** The user's role may be changed using this screen.
3. Click the **Update Official** button to confirm the submission of the changes. The system updates the official's record and page 4 of the designation application will be displayed.

2.5.4.4 Delete a Program Sponsor Official

You may delete the record for a program sponsor official on page 4 before submitting the Form DS-3036. Use this procedure only if this official will not be a SEVIS user for your program. To delete a program sponsor official's SEVIS record, perform the following:

1. Click the **Delete** link to the right of the program sponsor official's name. The system displays the Designation Application Delete Official screen, which includes the data for the official whose record you wish to delete.
2. Click the **Delete Official** button to confirm the deletion of this official. The system displays page 4; you can see that the official's name has been removed from the list of officials.

Select one of the following buttons:



Previous	Click this button to return to the previous page of the designation application. Warning: Be sure to save the data entered on this page before selecting the Previous button. If you do not save first, the data that you entered on this page will be lost.
Submit	<p>Click this button to submit the Form DS-3036 to the DOS for review. Once submitted, you will not be able to make changes to the Form DS-3036.</p> <p>If this is the first time the entity is applying for designation, supporting documentation must be sent to the DOS. See section 2.5.4.6, Submission of the Form DS-3036 and Notification of Approval/Denial, for additional information.</p> <p>Currently designated sponsors do not mail anything to the DOS at this time. If necessary, the DOS will contact you with further instructions regarding the designation process. See section 2.5.4.6, Submission of the Designation Application and Notification of Approval/Denial, for additional information.</p> <p>Note: Until the Form DS-3036 is reviewed and approved or denied, you may log into the system using your temporary user ID and password and view or print the Form DS-3036.</p>
Print Draft	<p>Click this button to print a draft copy of the designation application.</p> <p>Note: Following submission, you can print a final Form DS-3036 (DRAFT is removed from the top of the Form).</p>

2.5.4.5 Print the Designation Application

You may print a draft copy of the Form DS-3036 from any screen that has a **Print Draft** button. A draft copy of the SEVIS Form DS-3036 can be identified by the word “draft” printed at the top of each page of the Form. Following submission of the Form DS-3036, you may use these procedures to print a final copy of the Form. To print the Form DS-3036, perform the following:

1. Click the **Print Draft** button on any page. Another browser window opens and the Form DS-3036 is displayed using the Adobe Acrobat® Reader from which a copy of the Form DS-3036 may be sent to a designated printer.

Note: During the launch of Acrobat® Reader, a File Download window may be displayed. To eliminate this window from being displayed in the future, click in the box next to “always ask before opening this type of file” to remove the check mark. Select the **Open** button to view the Form DS-3036.

2. When the Form DS-3036 displays in the Acrobat® Reader window, use the scroll bar on the right side of the window to view additional pages of the application.
3. Click the print button  on the Acrobat® Reader toolbar. The print window is displayed.
4. Ensure that the name of the printer used to print the Form is listed in the Name field in the Print window. If it does not show the correct printer, click the **down arrow** to the right of the field and select the correct printer.
5. Click **OK** and the Form DS-3036 will be printed on the designated printer.
6. Click the **Close** button  on the Acrobat® Reader to close the window.

2.5.4.6 Submission of the Form DS-3036 and Notification of Approval/Denial

To submit the Form DS-3036, click the **Submit** button on page 4 of the designation application. The system will display one of two messages indicating that the Form has been submitted to the DOS. If this is your first time applying for designation, you may wish to print the message, which contains the following information:

1. You must print a copy of the Form DS-3036 and mail the signed Form to the DOS at the address shown on the screen.
2. You need to send supporting documentation to the same address.
3. Your application will be deleted from the system if the DOS does not receive the formal, signed application within 30 calendar days of submission of the electronic Form DS-3036.

If you are a currently designated sponsor, the message states that you **DO NOT** mail anything to the DOS at this time. The DOS will contact you with further instructions regarding the designation process.

The RO and AROs will receive electronic notification of the approval result. When the application is approved, all registered program sponsor officials will receive their permanent IDs and instructions on creating a password.

Once the DOS reviews the application, the following outcomes are possible:

- If the application is approved, the RO and the individual that submitted the Form DS-3036 (if different) will receive approval notification via email. In addition, all registered program sponsor officials will receive their permanent IDs and instructions on creating a password via email. Included in the ID issuance emails will be information on the specific program sponsor official reporting requirements and update responsibilities associated with SEVIS.
- If additional information is required for processing your application, the temp user will receive an email indicating this. A letter outlining the need for additional information will be sent via mail. When the DOS receives the information, SEVIS will send an email to the applicant indicating that the material has been received and the review process will continue.
- If your application is denied, the temporary user will receive notification via a mailed letter that will provide specific information regarding the basis for denial. There are no means to appeal this decision. **Note:** An application that is denied cannot be appealed.

3. OPERATING INSTRUCTIONS

3.1 Initiate Operation

You will access SEVIS via the Internet using Microsoft Internet Explorer Version 5.0 or higher or Netscape Navigator Version 4.7 or higher. You must also have a SEVIS user ID and password to access the system.

To log into SEVIS, perform the following:

1. Access the Internet and go to the SEVIS web site at <https://egov.ins.usdoj.gov/sevis/>.
2. Enter your user ID in the User Name field.
3. Enter your password in the Password field.
4. Press **Enter** or click the **Login** button.

Note: SEVIS accesses and processes data in real-time. The system may respond faster or slower depending on the number of users using SEVIS.

3.2 Maintain Operation

After 20 minutes of inactivity, the session will time out and you must log in again to use SEVIS.

If SEVIS locks up at any time, click the **Close** button in the upper-right hand corner of the browser window to close the application.

3.3 Terminate and Restart Operations

Should there be an unscheduled termination of your SEVIS session due to external causes such as a timeout, power failure, or a computer malfunction, you must repeat the login procedures.

SEVIS user IDs and passwords are suspended after three unsuccessful login attempts.

4. ERROR HANDLING

SEVIS includes automatic validation of the data entered into many fields. For example, if you do not enter a date in the correct format, the system will prompt you to correct the error by providing the proper format. These messages are self-explanatory and are not addressed in this manual.

The system also includes a SEVIS - Connection Error. The message reads, “Your connection to SEVIS was unsuccessful. Please try your request again. If the error persists and you need assistance, please contact the SEVIS Help Desk at 1-800-892-4829.”

You will be redirected to the login page. When returned to the login page, you should log into the system and continue working. If the message displays again, contact the SEVIS Help Desk at 1-800-892-4829.

5. HELP FACILITIES

To report SEVIS-related issues or problems, contact the SEVIS Help Desk at 1-800-892-4829 during the hours of 8:00 a.m. and 8:00 p.m. Eastern time, Monday through Friday. Calls received outside these hours will be recorded for response on the next business day.

APPENDIX A — ACRONYMS AND ABBREVIATIONS

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ARO	Alternate Responsible Officer
ATP	Air Transport Pilot
CEO	Chief Executive Officer
CFR	Code of Federal Regulations
DOS	Department of State
ECFMG	Educational Commission for Foreign Medical Graduates
EV	Exchange Visitor
FAA	Federal Aviation Administration
ID	Identification
INS	Immigration and Naturalization Service
LPR	Legal Permanent Resident
N/A	Not Applicable
PRA	Paperwork Reduction Act Notice
RO	Responsible Officer
SEVIS	Student and Exchange Visitor Information System
U.S.	United States